

# **Department of Children's Services**



## **Office of Inspector General Internal Affairs Division Finger Print Images Process**

## **T.C.A. §37-1-414. Persons working with children - Fingerprinting - Release of investigative and criminal records.**

(a) A religious, charitable, scientific, educational, athletic or youth service institution or organization may require any person, who applies to work with children as a volunteer or as a paid employee, to do one (1) or more of the following:

(1) Agree to the release of all investigative records to such religious, charitable, scientific, educational, athletic, or youth service institution or organization for examination for the purpose of verifying the accuracy of criminal violation information contained on an application to work for such institution or organization;

(2) Supply fingerprint samples and submit to a criminal history records check to be conducted by the Tennessee bureau of investigation and the federal bureau of investigation; or

(3) Attend a comprehensive youth protection training program that includes adult training on recognition, disclosure, reporting and prevention of abuse and submit to character, employment, education and reference checks.

(b) Any costs incurred by the Tennessee bureau of investigation or the federal bureau of investigation in conducting such investigation of applicants shall be paid by the religious, charitable, scientific, educational, or athletic institution or organization requesting such investigation and information. Payment of such costs are to be made in accordance with the provisions of § 38-6-103.

The Department of Children Services is contracted with Cogent Fingerprint Systems through the Tennessee Bureau of Investigation's TAPS System for the fingerprinting identification of all child care providers for the Department of Children Services and DCS Contracted Private Providers.

The Department of Children Services, Office of Inspector General, Internal Affairs Division has the task of fingerprint processing all DCS and Private Provider applicants.

Please go the link below for information concerning this process.

[www.tbi.state.tn.us](http://www.tbi.state.tn.us)

Click on **Taps Procedures** and follow the instructions

The Department of Children Services has established fingerprint contact persons for each region and/or agency. They are responsible for entering applicant information and securing fingerprint results from the DCS Internal Affairs Office.

If you are a path training instructor, please coordinate through your regional DCS office for particular information.

If you need to contact the Department of Children Services, Inspector General, Internal Affairs Fingerprint Division, please e-mail us at [dcs.ia.fp@state.tn.us](mailto:dcs.ia.fp@state.tn.us).